

Staffing Pattern Grid Instructions (residential programs only):

Provide a paper copy of a typical staffing pattern for a 24-hour, 7-day week using the attached Staffing Pattern Grid. **The grid must be filed on disk.**

- Enter the Organization and Program name as shown on Form A of the Budget spreadsheet.
- If the children in the program attend school, complete a Staffing Pattern Grid for the months the children are and are not in school.
- Enter the clock hours for each shift as used for the program. For example shift 1 from 12:00 a.m. – 8:00 a.m., shift 2 from 8:00 a.m. – 4:00 p.m., etc.
- In each grid square, enter the number of direct child care service **hours** per shift, per position title, e.g.,

Shift 2:	Monday
	8:00 a.m.-4:00 p.m.
Direct Care Worker (2)	16
Child Care Supervisor (1)	8
Social Worker (1)	8

- These may include direct child care workers, social workers, recreation staff, or other staff included in Form E-3 (Direct Child Services & Facility Support) of the Budget spreadsheet.
- Compute and enter the total hours by shift, day of week, and total.
- If staffing hours are being increased or decreased, please also submit a **letter of summary with justification** for changes.